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ABSTRACT

This manual outlines the procedure for counting dropouts from the Nevada schools. The State Department of Education instituted a new dropout counting procedure to its student accounting system in January 1988 as part of its response to recommendations of a task force on at-risk youth. The count is taken from each secondary school and includes students who finished grade 8 but did not enroll in grade 9, as well as students in grades 9, 10, 11, and 12. An outline of the general procedure and a definition of the dropout period are provided; and how withdrawals are recorded, how dropouts are reported, and the codes used in counting students as withdrawals are described. Appendix A lists school district liaisons. Appendices B and C provide the reporting form and a schematic of the dropout period, respectively. (SLD)

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DROPOUT COUNT PROCEDURAL HANDBOOK

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DROPOUT COUNT

PROCEDURAL HANDBOOK

This handbook provided by:

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INTRODUCTION

The Nevada Department of Education instituted a new dropout counting procedure as a regular part of its pupil accounting system in January, 1988. The installation of this procedure was one of the first actions taken in response to recommendations of a statewide Task Force on At-Risk Youth, which was commissioned by the State Superintendent of Public Instruction in the fall of 1986 to explore and address the needs of at-risk youth. The procedure is designed to obtain an accurate and reliable count of the number of students who drop out of Nevada schools. It is also designed to correspond with procedures recommended by national educational organizations which will standardize dropout statistics across the country.

The Nevada State Department of Education collects a count of dropouts each school year. The count is taken from each school with grades 9, 10, 11 or 12. In addition, students who have finished grade 8 in a school but who have not enrolled in the fall in grade 9 are counted.

A procedure is followed in counting dropouts for each school year. This manual outlines the dropout counting procedure.

DEFINITIONS

NAC 387 defines "dropout" as "...any pupil who: withdrew during the previous school year for any reason specified in subsection 4 to 7, inclusive of NAC 387.215.NAC 387.220."

For purpose of this manual and the dropout count procedure "dropout" means a student who withdraws or is withdrawn from grades 8-12 for any reason specified in NAC 387.215 (4)(5)(6)(7) inclusive, before graduation or completion of an instructional program without transferring to another school, NRS 392.050, NRS392.090, NRS 392.100, and NRS 392.110, notwithstanding.

"Instructional program" means a program designed for the student to attain a Standard High School Diploma, an Adjusted Diploma or a Certificate of Attendance in lieu of a high school diploma.

DROPOUT COUNT PROCEDURE

General Procedure

1. At the start of each fiscal year a school district administrator will be named by the school district superintendent to serve as the liaison to the Nevada Department of Education for the dropout count. A list of these school district liaisons for FY 90 appears in Appendix A.
2. At the start of each school year a reminder will be sent to the school district liaisons that the dropout count period for that

school year has started. Also at this time, the liaisons will be reminded that the non-returns for the prior year are to be counted on December 1.

3. The Annual Student Withdrawal Count forms will be mailed to the school district liaisons two weeks prior to the December 1 count day for the purpose of making the count on December 1.
4. The completed data forms must be mailed to the Planning, Research and Evaluation Branch by December 15.

Dropout Count Period

A count of dropouts for a school year is made during the Dropout Count Period. The Dropout Count Period starts on the first day of the school year. A withdrawal code is recorded for any student who withdraws from school from the first day of the school year through the last day of the spring semester of the school year or through the last day of summer school for those schools that have such a program. In addition, a count is made of those students who finish the school year but who do not enroll in school by December 1 of the following fall semester; these students are categorized as non-returns.

The Dropout Count Period is kept open until December 1, during the following school year, to allow for receipt of transcript requests for students who have withdrawn between the first day of school of the count period and the last day of the spring (summer) semester and for students who have not enrolled by December 1 of the following school year. Upon receipt of a request for a transcript, a student is recorded as a transfer and is not counted as a dropout.

Please Note:

1. The dropout count period does not completely coincide with the school year. The dropout count continues beyond the school year until December 1 of the next school year. This allows for a count of non-returns to be made and allows for additional time to receive requests for transcripts.
2. The dropout count period of one school year will overlap with the dropout count period of the next school year. The dropout count period begins on the first day of the school year.
3. A count of non-returns for this current dropout count period is made on December 1 of the next school year.
4. A student who withdraws and does not reenroll or transfer before the end of the school year, but is enrolled by December 1 of the following year, should be coded in category 10a. - "interrupted progress."
5. See Figure 1 for schematic of the Dropout Count Period. (Appendix C.)

Recording Withdrawals

An accurate record and count of dropouts cannot be made unless an accurate record of all withdrawals is maintained. Record withdrawals as specified in NAC 387.215 and NAC 387.220. These can be found in the section entitled "Dropout Codes," beginning on page 6.

Essential to the accurate recording of withdrawals (and hence, dropouts) are proper recording and maintenance of student records when students withdraw from school, as follows:

1. If a student goes through a number of withdrawals and reenrollments, that student's most recent status on December 1 determines his or her status for dropout counting. No student is to be counted more than once for any given school year.
2. If a student is coded as a dropout during the count period but later reenrolls in the same school, remains in school until the end of the school year and is enrolled on December 1 of the next school year that student is not counted as a dropout.
3. If a student withdraws as a dropout and does not reenroll or transfer by December 1 of the following school year, that student should be recorded as a dropout.
4. If a student withdraws as a dropout and does not reenroll or transfer before the end of the school year, but is enrolled by December 1 of the following year, that student is coded as a student who has "interrupted progress."
5. A student will be recorded as a dropout unless that student is initially assigned, upon withdrawal, into a non-dropout category without a change in status over the remaining course of the Dropout Count Period. Further, a student will be recorded as a dropout unless a documented request for transcript or a written record of reenrollment into the same school is on record for that student.

Reporting Dropouts

A report of dropouts will be made each year to the Planning, Research and Evaluation Branch of the Nevada Department of Education (NDE) on the Annual Student Withdrawal Count form (See Appendix B). The forms will

be distributed through the school district offices on or about December 1, the last day of the Dropout Count Period. The forms are due back to NDE by December 15.

The dropout count will be made on December 1 of each year. At that time a student's last withdrawal code will determine placement in the dropout count. If a student's withdrawal code is a dropout code as defined in NAC 387.215 or NAC 387.220 that student will be counted as a dropout. A report of dropouts will be made by dropout category, by grade, by sex, and by ethnic status. This information is to be used to accurately count the student into the appropriate cell on the Annual Student Withdrawal Report form.

Dropout Codes

The following withdrawal codes are to be used in counting students as withdrawals. Of the withdrawal codes listed below, codes 4, 5, 6, 7, 10 and non-returns are dropout codes. In cases where the listing is not self-explanatory or elaboration is needed, an explanation of who and who is not to be included is provided.

The codes are to be used as follows:

1. **Transfer of pupil to another school within the county** includes those students who indicate they have transferred and for whom requests for transcripts have been received.

   Those students who indicate they have transferred to another school in the county but for whom no requests for transcripts have been received are to be counted as dropouts using Code 5i.

2. **Transfer of Pupil to another school** in state includes those students who indicate they have transferred to another school in the state and for whom a documented request for transcript has been received.

   Those students who indicate they have transferred to another school in the state but for whom no request for transcript have been received are to be counted as dropouts using Code 5i.

3. **Transfer of pupil to another school in another state** includes those students who indicate they have transferred to another school in another state and for whom a documented request for transcript has been received.

   Those students who indicate they have transferred to another school in another state but for whom no documented requests for transcripts have been received are to be counted as dropout using Code 5i.

4. **Withdrawal of pupil at request of school** includes those students who have been officially withdrawn at the request of the school for reasons other than those under Code 6.

   It does not include students who are absent for 10 consecutive days and whose whereabouts are unknown to school officials (Code 6).

5. **Withdrawal of the pupil by the pupil, his or her parent or guardian.** The attendant who records a withdrawal that is initiated by the pupil, his or her parent or guardian must solicit from that person a reason for withdrawal. If transfer is indicated as a reason for withdrawal, the student would be classified as such and would only be counted as a dropout if

the criteria for inclusion in 1., 2., or 3. are not subsequently met.

If transfer is not indicated as the reason, the student must be coded into one of the ten categories, lettered a. through j. in NAC 387.215.

The ten categories that must be used to classify withdrawals by pupil, parent or guardian in which transfer is not indicated are as follows:

a. **Failing grades in 2 or more classes.**

b. **Pregnancy.**

c. **Marriage.**

d. **Employment.**

e. **Physical, mental, attitude- certificate in writing from physician. (NRS 392.050).**

f. **Authorized by juvenile division, of district court pursuant to NRS 392.090.**

g. **Self-support or support of parent pursuant to NRS 392.100.**

h. **Apprenticeship in accordance with NRS 392.110.**

i. **Transfer indicated upon withdrawal but no official transcript is formally requested from receiving school.**

j. **Other reason under Code 5.**

6. **Absence of 10 consecutive days if whereabouts are unknown.** Do not include students who are withdrawn by the school because they exceed the number of allowed absences or for other administrative reasons; such students should be recorded in Code 4.

7. **Incarceration.**

   Students who are incarcerated in a prison or a juvenile institution and who are not receiving an education in a public school or private school program before the end of the count period are included in this category. Incarcerated students from another district should not be counted as dropouts.

8. **Withdrawal pursuant to NRS 392.060, 392.070, or 392.080.** includes students who are withdrawn for any of the following reasons:

   a. attendance excused upon completion of 12 grades of elementary and high school (NRS 392.060); or

   b. child receiving equivalent approved instruction excused from attendance (NRS 392.070); or

   c. attendance excused for distant residence from nearest school (NRS 392.080).

9. **Death of student** includes students who have died.

10. **Any other reason** for withdrawal includes:

    a. students who have interrupted instructional progress, (i.e., withdrew the previous year and did not transfer or reenroll by the end of that school year but are enrolled by December 1 of the current year.)

    b. students who withdraw and cannot be included in any of the categories outlined above.

Non-Returns (Refer to NAC 387.220) includes students who complete the school year during the dropout count period but who are not enrolled by December 1 of the next school year.

Foreign exchange students should be excluded from the dropout count.

Students who graduate the following summer are not be counted as drop-outs.

Appendix A. School District Liaisons.

Carson City	Dr. Pat Haller	Principal, Carson High School
Churchill	Mr. Ron Flores	Assistant Superintendent
Clark	Mr. Bob Kasner	Director of Accounting
Douglas	Dr. John Dorf	Director, Special Services
Elko	Mr. Bert Elliott	Director, Secondary Education
Esmeralda	Mr. Harold Tokerud	Superintendent
Eureka	Mr. Roy Casey	Superintendent
Humboldt	Mr. Joe deArrieta	Assistant Superintendent
Lander	Dr. Leon Hensley	Superintendent
Lincoln	Mr. Leo Prestwich	Assistant Superintendent
Lyon	Ms. Patty Hawkins	Assistant Superintendent
Mineral	Mr. David Cochenour	Director, Curriculum
Nye	Mr. Rod Pekarek	Assistant Superintendent
Pershing	Mr. James Kiley	Superintendent
Storey	Ms. Sandy Morrill	Administrative Assistant
Washoe	Dr. Paul Killian	Director, Research & Planning
White Pine	Mr. Florindo Mariani	Superintendent

10/3/89

Appendix B

ANNUAL STUDENT WITHDRAWAL COUNT

DATA COLLECTION AUTHORIZED BY NRS 387.123 DUE DATE: DECEMBER 15

Return to: Dr. John N. Carpenter
Nevada Department of Education, State Mailroom Complex
Las Vegas, NV 89158 702/486-6546

GRADE LEVEL _____

SCHOOL NAME _____ SCHOOL DISTRICT _____ WITHDRAWAL COUNT DAY _____ (mo./day/year)

** DEFINITIONS/EXPLANATIONS OF CODES CONTAINED IN NAC 387.215 AND 387.220 ARE PRINTED ON THE REVERSE SIDE OF THIS FORM.

NO PUPIL MAY BE COUNTED MORE THAN ONCE.

CODES PER NAC 387.215	AI/AN		A/PI		BLACK		HISPANICS		WHITE		TOTAL		
**	M	F	M	F	M	F	M	F	M	F	M	F	TOTAL
1. Transfer													
2. Transfer													
3. Transfer													
4. Withdrawal													
5. a. Failing													
b. Pregnancy													
c. Marriage													
d. Employment													
e. NRS 392.050													
f. NRS 392.090													
g. NRS 392.100													
h. NRS 392.110													
i. Transfer No trans.req.													
j. Other reasons in Code 5													
6. Absence													
7. Incarceration													
8. Withdrawal, NRS 392.060,070,080													
9. Death of student													
10.a. Inter. prog.													
b. other reason													
Non-returns See NAC 387.220													

AI/AN = AMERICAN INDIAN/ALASKA NATIVE A/PI = ASIAN/PACIFIC ISLANDER

_____ _____ Date _____

Signature of Person Preparing Withdrawal Count Title

_____ Date 17

Signature of District Superintendent

10/89

** The following are codes contained in NAC 387.215 and 387.220. These codes are described in the order that they appear on the front of this form:

1. Transfer of pupil to another school within the county.

2. Transfer of pupil to another school in state.

3. Transfer of pupil to another school in another state.

4. Withdrawal of pupil at request of school.

5. Withdrawal of the pupil by the pupil, his parent or guardian for any of the following reasons.

   a. Failing grades in 2 or more classes.
   b. Pregnancy.
   c. Marriage.
   d. Employment.
   e. Physical, mental, attitude - certificate in writing from physician, (NRS 392.050).
   f. Authorized by juvenile division, of district court pursuant to (NRS 392.090).
   g. Self-support or support of parent pursuant to NRS 392.100.
   h. Apprenticeship in accordance with NRS 392.110.
   i. Transfer indicated upon withdrawal but no official transcript is formally requested from receiving school.
   j. Other reasons under Code 5.

6. Absence of 10 consecutive days if the whereabouts are unknown.

7. Incarceration.

8. Withdrawal pursuant to NRS 392.060, 392.070 or 392.080.

9. Death of student.

10. a. interrupted progress
    b. any other reason for withdrawal

NON-RETURN (Refer to NAC 387.220)

Withdrawal for an unexplained absence of pupil who was enrolled in grades 8 to 12, inclusive, in the school district at the end of the previous school year but did not complete an instructional program, transfer, withdraw or reenroll and did not return to school by the apportionment count day of the current school year.

10/5/89

APPENDIX C. SCHEMATIC OF DROP-OUT REPORTING PERIOD SHOWING OVERLAP OF SUCCESSIVE PERIODS